

RECORDS RETENTION SCHEDULE APPROVAL REQUEST

AB 10/21/99

Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

(1) Division
AdministrationBranch(es)
Program Support

Section(s)/Unit

Address (number, street, city)
1800 3rd Street, P.O. Box 942732, Sacramento, CA 94234-7320GS code(s)
85456Index(es)
8202

TO: Department of General Services

Check the appropriate box:

- (2) ☒ New schedule of records that have never been scheduled. (Complete boxes 5—8.)
- (3) ☐ Revising a previous schedule. (Complete boxes 5—12.)
(A new approval number will be assigned.)
- (4) ☐ Amending some pages of a previous schedule. (Complete boxes 8—12.)
(The original approval number will remain in effect.)

(916) 375-7420

NEW SCHEDULE INFORMATION (if applicable)	(5) Schedule number H99-17	(6) Schedule date 10-15-99	(7) Number of pages 4	(8) Cubic Feet (total schedule) 9
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) Schedule number	(10) Approval number(s)	(11) Approval date(s)	(12) Page number(s) revised

PART I—AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) Signature—Manager directly responsible for the records
[Signature] (14) Title
Chief, Program Support Branch (15) Date signed
10/21/99

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per the State Administrative Manual.)

(16) Signature—Records Management Analyst
[Signature] (17) Title
AGPA (18) Name (printed or typed)
Raymond C. Haag (19) Telephone
(916) 323-3817 (20) Date signed
10-25-99

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) Signature—DGS Consultant
[Signature] (22) Approval number
99.206 (23) Title
RMA (24) Date signed
OCTOBER 29, 1999

PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

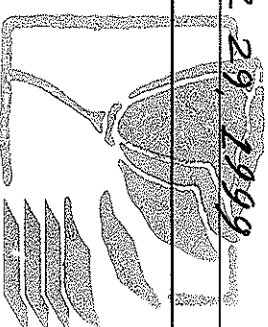
(25) ☐ Contains no material subject to further review by the California State Archives.

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(27) Signature—CHIEF OF ARCHIVES

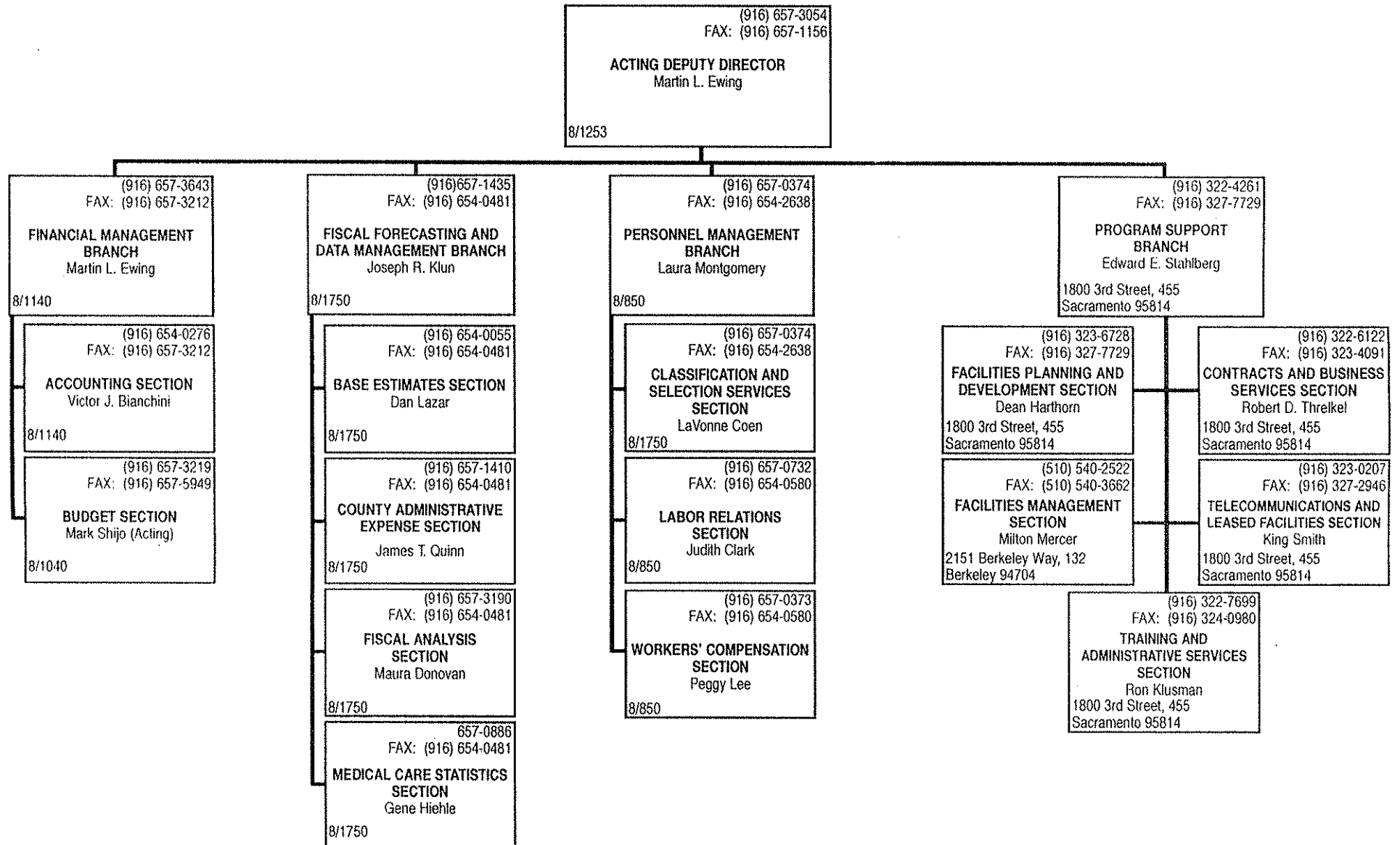
(28) Approval number

[Signature] Deputy J. Bailey Architect 7/20/99



CALIFORNIA
OFFICE OF THE
SECRETARY OF STATE

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION**



Martin Ewing
Acting Deputy Director
Administration

RECORDS RETENTION SCHEDULE

Division (1) Administration	Branch(es) Program Support Branch	DHS schedule number (2) H99-17	Date (3) 10-15-99
Section(s)		GS code 85456	Page of pages (4) 1 of 4
Address (number, street, city) 1800 Third Street, Suite 455, Sacramento			GS approval number (5)

See instructions on reverse and in SAM 1600

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

PROGRAM DESCRIPTION

The mission of the Program Support Branch is to proactively assist DHS programs to meet their business objectives by providing a diversified range of services in a reliable, cost effective and efficient manner. The Branch consists of four sections; Contract and Business Services, Facilities Planning and Development, Telecommunications and Leased Facilities, Training and Administrative Services. There is also a Health and Safety Unit.

The Contracts and Business Services section processes contracts, provides purchasing and mail services, operates a warehouse that receives and ships furniture/equipment and forms to DHS programs and city/county health facilities, and administers property and vehicle inventories statewide.

The Facilities Planning and Development Section provides, on a statewide basis, support services to meet the needs of DHS by promoting a safe and healthy work environment at all state facilities leased, owned, and/or operated by DHS.

The Telecommunications and Leased Facilities Section provides statewide phone services and procures and manages leased/rented space for DHS programs.

The Training and Administrative Services Section provides job-related training to DHS employees, administers the records management program, and forms programs.

The Health and Safety Unit promotes and encourages a safe and healthy environment for all DHS employees by providing security services and health and safety information at all statewide leased and owned DHS buildings.

This schedule is for the Branch office only.

This schedule does not contain vital records.

*Provide total of office and departmental storage only.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			ADMINISTRATION RECORDS								
			<u>Personnel</u>								
1	1 ↓		Employee Records	P		Active +5			Active +5	XI	PRA 6254, IPA 1798.40. Inactive when person is transferred or leaves state service. Confidential destruction.
2	↓		Affirmative Action (plans, policy, general information)	P		Active			Active		Current until superceded
			<u>Correspondence</u>								
3	2 ↓		Chron File	P		2			2		
4	↓		Monthly Activity Reports	P		2			2		
5	↓		Conferences, Committees, Forums	P		2			2		

NOTIFY
ARCHIVES

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RECORDS RETENTION SCHEDULE

Division (1) Administration	Branch(es) Program Support Branch	DHS schedule number (2) 1199-17	Date (3) 10-15-99
Section(s)		GS code 85456	Page of pages (4) 3 of 4
Address (number, street, city) 1800 Third Street, Suite 455, Sacramento			GS approval number (5)

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Records Management</u>								
6	2		Records Holdings	P		3			3		
7			Retention Schedule	P		Active			Active		Active until revised, superseded, or revised
			<u>Equipment and Supplies</u>								
8			Purchase Requests	P		Active + 6 Mo			Active + 6 Mo		Inactive after requests received
9			Equipment Requests/Schedule 9s	P		Active			Active		Inactive after requests filled
			PROGRAM RECORDS								
			<u>Financial</u>								
10	1		Budgets Reports	P		4			4		
11			Budget Change Proposals	P		4			4		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
12	↓		Equipment Budget	P		4			4		
13	2	NOTIFY ARCHIVES	Legal/Legislative Bill Analysis	P		2			2	X	PRA, CD
14	↓	NOTIFY ARCHIVES	Regulations	P		2			2	X	PRA, CD
15	↓		Delegated Signatures	P		Active			Active		Active until revised
			Policies and Procedures								
16	↓	NOTIFY ARCHIVES	General Information	P		Active			Active		Active until revised or superseded
			Projects								
17	1		Richmond Lab Project	P		Active +5			Active +5		Active until project complete, Manager's decision
18	↓		Office Space Survey	P		Active			Active		Active until revised
TOTAL	9										

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